



# BREDE PARISH COUNCIL

## Scheme of Delegation

### **Delegation of Power to the Proper Officer and Responsible Finance Officer LGA 1972 s101**

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed should Council not be able to meet within an appropriate time.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

### **Matters reserved for the Council**

The following matters are reserved to the Council for decision:

- Setting the Budget & Precept
- Borrowing money
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking By-laws
- Making of Orders under any Statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings)
- Authorising the incurring of expenditure not provided within the approved budget, with the exception stated below
- Approval of the Annual Return (Statement of Accounts)
- Approval of the year end accounts
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish
- Creation of Committees and membership thereof
- Confirming the appointment of the Parish Clerk.

### **General delegation**

- The Clerk to the Council/Responsible Finance Officer must seek to anticipate when decisions will be required so that, under normal circumstances, all appropriate matters are brought to the Council.

- If it is not possible to bring a matter to the Council, or the matter seems to the Clerk to be too minor to require a decision of the full Council, then the Clerk will:
- Take all reasonable steps to confer with the Chair and Vice Chair to determine the best course of action.
- If the Chair or Vice Chair cannot be contacted, then take all reasonable steps to contact other Councillors, so that a minimum of two Councillors have been consulted.
- If Clerk and two Councillors decide that any matter should be brought to the full Council but, for whatever reason, this is not possible, then they may decide that all Councillors should be consulted by email, telephone or face to face. Email is preferred so that the matters and the views of Councillors are set out in writing.

**Full delegation to the Clerk/Responsible Finance Officer**

In the unlikely event that it is not possible or practical for the Clerk/Responsible Finance Officer to confer with Councillors, she/he is authorised to:

- Agree expenditure on items that are within a budget approved by the Council, or where the Council has agreed the expenditure.
- Incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000
- Take decisions on other matters of extreme urgency, with the exception of those listed above.

**Record keeping**

- Record keeping and the maintenance of a solid trail is crucial, particularly in the case of an s101 delegated authority. All relevant information should be retained (including electronic formats) and be available for review by Councillors, auditors or other entitled to be party to the information.

**and**

- Actions taken by delegated authority shall be reported to the next available Council meeting.

Policy adopted on	
Minute reference	
Policy next review date	